

Flow Chart 1: Missing from Care

THIS PROCEDURE APPLIES TO ANY CHILD / YOUNG PERSON UNDER THE AGE OF 18 LOOKED AFTER BY MANCHESTER CHILDREN'S SERVICES INCLUDING UNACCOMPANIED ASYLUM SEEKING CHILDREN (UASC), CHILDREN PLACED OUT OF AREA (OOA), CHILDREN WITH LEARNING AND/OR PHYSICAL DISABILITIES AND VULNERABLE CHILDREN AND REFERS TO CHILDREN CLASSED AS MISSING BY THE POLICE. CHILDREN / YP CLASSED AS ABSENT FALL INTO SIX WEEKLY CASE PLANNING MEETINGS TO BE OVERSEEN AT LAC REVIEW. A CHILD / YP RE-CLASSIFIED AS MISSING AT ANY POINT THEN FALLS INTO THE MISSING FROM CARE PROCEDURE.

Keys of reference

YP = Young Person
 SW = Social Worker
 CSE = Child Sexual Exploitation
 EDS = Emergency Duty Service
 IRI = Independent Return Interview
 TM = Team Manager
 LM = Locality Manager
 SL = Statagic Lead
 DD = Deputy Director
 DCS = Director of Children's Services
 LAC = Looked After Children
 SQAQO = Safeguarding Quality Assurance Officer
 MFC = Missing from Care
 UASC = Unaccompanied Asylum Seeking Children

Child/YP not found

The reporting individual must take proactive steps to trace the person's whereabouts

If the child/ YP is not located: Contact **Greater Manchester Police via 101** to report them as being away from their address. Reporting individual to highlight any CSE concern, whether child has any learning and/or physical disability and child's level of vulnerability.

Care provider to inform the social worker via the Contact Centre (or EDS if out of hours) of a child being reported missing. Contact Centre to send alert to social work team inbox and to notify the Vulnerabilities SW. Vulnerabilities SW to request IRI if child is placed in Manchester area.

Social Worker to:

- Inform Protect if there is CSE concern
- Refer to Safe in the City as appropriate
- Inform birth family as appropriate
- Contact child to establish if IRI required and record decision and date on MiCare.

Child/YP missing from care x 4 episodes in one month OR one episode of 24 hours or more.

If child/YP is UASC or subject to immigration control, SW to:

- notify TM
- notify UK Border Agency

If child/YP is the subject of an ICO urgent referral is required to the solicitor

TM to notify LM if appropriate. LM to notify SL and/or DD. The decisions to advise media are to be taken through consultation with GMP, the DD and the parent with PR for the child. The DD will liaise with council's Press Officer.

SW* chairs MFC strategy meeting within 48 hours of trigger episode. SW to invite all relevant partners including health professionals and Police and to inform SQAQO. Risk assessment/ Safeguarding plan completed. A Return Interview **must** be offered. If the young person wishes to take this up the referral should be made to Children's Rights **within 72 hours** of return. (If a very high risk, the T/M or Snr Manager must attend any meeting called by the Police and escalate to DCS and Executive Member.)

MFC EPISODES NOT REDUCED:
 SW* chairs MFC Review meeting within 4 -6 weeks

MFC EPISODES REDUCED:
 On going LAC case planning meetings

If YP has 7 reported missing episodes (not absent), OR goes missing for 7 consecutive days LAC SQAQO chairs MFC Strategy meeting within 7 working days of trigger episode to review the safeguarding plan. Social worker must invite relevant partners (invite UK Border Agency for UASC or child who is under immigration control, Police, Health, Education and Team Manager). SQAQO sets date for MFH Review meeting for 4 – 6 weeks.

If at Review meeting YP has continued to go missing and there is an increased risk of criminality, CSE, alcohol and/or drug misuse, SQAQO to notify Locality Manager for action. On going LAC case planning meeting to be chaired by Team Manager.

If a UASC is missing for more than 28 days TM will convene a review after 1 month to decide if the child should be discharged

MFH episodes reduce: 6 weekly LAC case planning meeting chaired by Social Worker

IF MFC EPISODES RE-START AFTER A PERIOD OF 3 MONTHS WITH NO MISSING EPISODE, CASE REVERTS BACK TO SOCIAL WORKER TO CHAIR MFC STRATEGY MEETING*

IF A CHILD/YP GOES MISSING CONTINUOUSLY OR CONSECUTIVELY AND IS AT RISK OF CSE, CONSIDERATION SHOULD BE GIVEN TO HOW THE PLACEMENT MANAGES THE RISKS PRESENTED.
 * Strategy Meetings and Review Meetings should be chaired by Grade 8 SW or TM.